

**Custom Report: CIITS Job Category Exception Report:** This report was designed to provide a listing of all staff (not just certified staff to be evaluated) who are not set up properly in Infinite Campus in order to receive a job category. The report runs from live data, meaning any changes made in Infinite Campus will be reflected in this report when the report is run again. The report includes the staff member's personID, name, exception code (identifies issue with person's setup), school, and type/alternate type description. See report sample below for the exception code key. The report is sorted by last name then first name.

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CIITS Job Category Exception Report: [Michael Spence](#)

**Pathway:** KY State Reporting > KDE Reports > CIITS Job Category Exception

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Report Sample:** Available as PDF report only.

## CIITS Job Category Exception Report

Note: Certified staff must have the correct Type/Alternate Type value(s) defined in Infinite Campus in order to be aligned to the correct job category for evaluation purposes in CIITS. Certified staff with more than one Type/Alternate Type value between schools must have the Evaluation Override set to indicate which is applicable for evaluation.

Classified staff who will not be evaluated do not need to be aligned to a job category. Disregard exception codes appearing on this report for classified staff who will not be evaluated.

Exception Code Key	Remedial Action
<b>Exception</b>	
E1: No active district employment record	Ensure the person has an active District Employment record.
E2: No active assignment in any school	Ensure the person has at least one active District Assignment record in a school.
E3: Conflicting Type and/or Alt Type values within one school	Ensure that the active Type / Alternate Type values are the same on all of the person's District Assignment records <u>within each school</u> .
E4: Evaluation Override set on more than one Type/Alt Type value	Ensure that the Evaluation Override flag is set on only one Type / Alternate Type value between all of the person's active District Assignment records.
E5: Evaluation Override needs to be set	Set the Evaluation Override value to 01: Yes on one of the active District Assignment records that contains the Type / Alternate Type value on which the person should be evaluated.
E6: Evaluation Override set on ineligible Type/Alt Type value	Set the evaluation override on a Type / Alternate Type value that is aligned to a job category.
E7: Not aligned to eligible Type/Alt Type value	Select a Type / Alternate Type value on the person's District Assignment records that aligns to a job category.

More information about fixing exceptions available at this link: <http://tinyurl.com/CIITSJCEExceptions>

Person ID	Name	Exception Code	School	Type/Alt Type - Description
2222	Duck, Daisy	E2: No active assignment in any school		
4444	Duck, Donald	E7: Not aligned to eligible Type/Alt Type value	Magic Kingdom Elementary School	04-Other
3333	Mouse, Mickey M	E7: Not aligned to eligible Type/Alt Type value	Animal Kingdom Elementary School	04-Other
1111	Mouse, Minnie	E7: Not aligned to eligible Type/Alt Type value	Epcot MIDDLE SCHOOL	04-Other
5555	Pan, Peter Paul	E7: Not aligned to eligible Type/Alt Type value	Hollywood Studios HIGH SCHOOL	04-Other

Suggested report uses: *(Ignore job category exceptions for staff who will not be evaluated.)*

- If there are staff who are not receiving the proper job category in the Educator Development Suite (EDS) in CIITS, run this report to determine set up issues and necessary corrective action. Make the changes in Infinite Campus.
- Run the CIITS Job Category report after changes are made in Infinite Campus to ensure job category updates are correct and meet expectations for evaluations in EDS in CIITS. If the person does not appear on the CIITS Job Category report, then rerun this report to determine why they are not receiving a job category.

See the [Correcting CIITS Job Category Exceptions](#) document on the [CIITS Login Support](#) page for more information.